NEPA PROJECT LEADERS COURSE

Dates: April 8-10, 2003
Time: 8:30 – 4:30 Tuesday-Wednesday-Thursday
Location: Conference Room #2070 NOAA Fisheries Alaska Fisheries Science Center, 7600 Sand Point Way N.E., Building 4, Seattle, Washington 98115

AGENDA

April 8, 2003 (Tuesday)

8:30 – 8:45	Overview of Course
8:45 – 9:45	Duties and Characteristics of Responsible Program Manager (RPM) and Project Assistants to the RPM (NAO 216-6)
9:45 – 10:00	Break
10:00 – 10:30	Selection of Section Managers and Identification of Interdisciplinary Team Members (desirable characteristics of managers and preparers, and when issues will require analysts with particular credentials)
10:30 – 11:00	Preparation of Public Announcements (notice of intent, scoping meetings, and notice of availability of draft and final EIS)
11:00 – 11:15	Break
11:15 – 12:00	Planning and Managing the Scoping Process (meeting locations and logistics, use of web site and mailing lists to announce meetings, record-keeping related to all contacts, preparation of a scoping report, feedback to participants, planning for administrative record, etc.)
12:00 – 1:00	Lunch
1:00 – 2:00	Planning and Managing the Scoping Process (continued), and Special Scoping Efforts (USEPA, Council, and appropriate state agencies such as the state department of fish and game; development of cooperating agency agreements)
2:00 – 2:15	Break
2:15 – 3:30	Developing an Overall Study Plan (issues identification, outline of EIS, time schedule and milestones, assignments of responsibilities to section managers and team members, study budget connected to time schedules, preparation of common and unique instructions for

managers and members, and identification of critical linkages and decision points)

3:30 – 3:45 Break

3:45 – 4:30 Coordination and Collaboration with Others During the Study (Council, Council staff, other federal agencies, cooperating agencies, USEPA, USFWS, etc.)

April 9, 2003 (Wednesday)

8:30 – 9:15 Preparing Contracts to Assist in the EIS Preparation (developing a Scope-of-Work, solicitation for proposals, and internal selection process)

9:15 – 9:30 Break

9:30 – 10:15 Management of the Interdisciplinary Team (team meetings, team communications, section manager meetings, documentation of meetings, planning an agenda for a meeting, development and dissemination of common definitions and writing instructions, dealing with time constraints and conflicts with other responsibilities of section managers and team members, and addressing special issues such as purpose and need)

10:15 – 10:45 Use of a Steering Committee (interagency review team) for Study Planning and Direction

10:45 – 11:00 Break

11:00 – 12:00 Process for Formulation of Alternatives (rational planning process, developing range of alternatives, and buy-in on alternatives by participating agencies and NGOs)

12:00 – 1:00 Lunch

1:00 – 2:15 Development of Scientific Bases for Study Conduction (literature on effects, criteria for effects significance, categories of effects and effects ratings, and prediction approaches – models, qualitative inference, professional judgment, etc. – and documentation of their usage)

2:15 – 2:30 Break

2:30 – 3:00 Identification of Special Study Needs and Development of Appropriate Scopes-of-Work (regulatory impact review, environmental justice,

biological assessments, biological opinions, and cumulative effects assessment)

3:00 – 3:30 Coordination with Others (regarding requirements for analyses to comply with other laws and executive orders)

3:30 – 3:45 Break

3:45 – 4:30 Special NMFS Resources to Aid NEPA Project Leaders (notebook from Northwest Regional Office, checklists from Alaska Regional Office, etc.)

April 10, 2003 (Thursday)

8:30 – 9:30 Preparation of the Preliminary Draft EIS (utilize and/or modify the previously developed outline, highlight key linkages across the EIS, assemblage of team member contributions and editing for consistency, use of maps and GIS outputs, facilitating the writing process, use of status reports, and preparation of the summary)

9:30 - 9:45 Break

9:45 – 10:45 Conduction of an Internal Scientific and Legal Review of the Preliminary Draft EIS (review criteria based on guidelines and/or checklists, coherence and completeness review, use of independent technical reviews of key sections, single person reviews versus team reviews, quality control of review process, communicating the results of the review, and internal response to generate draft EIS)

10:45 – 11:00 Break

11:00 – 12:00 Distribution of Draft EIS (reproduction of document and associated maps, distribution to mailing list and key agencies for review, and provide availability on the Internet)

12:00 – 1:00 Lunch

1:00 – 1:30 Special Draft EIS Review Efforts (public presentations of the draft to groups using power point summaries by key analysts from the interdisciplinary team) (USEPA, Council, and appropriate state agencies; and visits to key reviewers)

1:30 – 2:15 Responses to Public Comments (use CEQ regulations, use computer-based system for comment tracking and responses, and modify draft EIS to become the final EIS)

2:15 – 2:30 Break

2:30 – 3:00	Distribution of Final EIS (key agencies and groups, and provide availability on the Internet) and Preparation and Dissemination of a Record of Decision (ROD contents, and provide availability on the Internet)
3:00 – 3:45	Managerial Problem-Solving – Challenges and Solutions
3:45 – 4:00	Break
4:00 – 4:30	Course Summary

Course Instructors

Dr. Larry Canter is a Professor Emeritus from the University of Oklahoma (August, 2000), and is now engaged in teaching environmental impact assessment (EIA)-related short courses and consulting on the preparation and review of impact studies and the development of EIA policies, procedures, methods, and tools. He has written six books related to EIA and is also the author or co-author of numerous book chapters, refereed papers, and research reports related to impact studies. Since 1970, he has taught short courses on EIA for several federal agencies, including the U.S. Army Corps of Engineers. In addition he has presented short courses, or served as advisor on EIA to institutions in over 20 countries and various development banks and international organizations. Dr. Canter served on the U.S. Army Corps of Engineers Environmental Advisory Board from 1983 to 1989. He has also written or participated in the preparation of EAs and EISs on projects such as power plants, gas pipelines and compressor stations, highways, wastewater treatment plants, industrial plants, flood control dams, protection measures for a marine endangered species, a high-speed railway, and an enhanced oil recovery project. He is currently involved in the preparation of a cumulative effects assessment for a major navigation system, and an EIS on dry storage of spent nuclear fuel. He has also reviewed numerous EISs. Recent examples have ranged from project-level studies (e.g., highways, shoreline management at a man-made lake, and hydropower dams) to programmatic (strategic-level) studies (e.g., marine fishery management plans, a geological repository for radioactive waste, a river basin plan, and an endangered species protection program). Dr. Canter was a faculty member at the University of Oklahoma for 31 years; during the 1990s he was the Sun Company Chair of Ground Water Hydrology, George Lynn Cross Research Professor, and Director, Environmental and Ground Water Institute. He received his PhD in environmental health engineering from the University of Texas, M.S. in sanitary engineering from the University of Illinois, and B.E. in civil engineering from Vanderbilt University.

Tamra Faris is the NEPA Coordinator for the Alaska Region of the National Marine Fisheries Service. She is a fisheries biologist with over 25 years experience in reviewing and preparing EAs and EISs. She has been the leader of interdisciplinary teams preparing EISs, as well as a team member on other studies. Her leadership role was used in the Steller Sea Lion Protection Measures SEIS, the Alaska Groundfish TAC-setting SEIS, and several annual Alaska Groundfish Total Allowable Catch-setting EAs. She has reviewed numerous EAs and EISs prepared by other agencies, including the Minerals Management Service, Federal Highway Administration, Corps of Engineers, Environmental Protection Agency, and Forest Service. She has been active in NEPA-related training of Regional staff, particularly in the last three years. In her current role as NEPA Coordinator, she assists the Regional Administrator in carrying out the Region's responsibilities for promoting environmental policy coordination and ensuring that Regional policies, programs, and plans are in compliance with NEPA. She recommends approval of NEPA documents in coordination with the agency's National Environmental Policy Coordinator and with Alaska Regional Counsel, ensuring technical and legal adequacy. Finally, she is the principal Regional technical source to divisions and programs with respect to quality control of NEPA documents.